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Status of Review of Office of Communications Positions

1. Subsequent to the recommendation made by the I.G., the Office of Communications examined all of its positions and submitted to the Office of Personnel a list of those positions which it considered warranted upgrading. Several informal meetings were held with the Personnel Evaluation Division to discuss this submission and to determine the procedures which would be followed in making the review of the Office.

2. The status of this review as of 17 August 1956 is as follows:

a. The Supplemental Programs Division's Foreign Field T/O has been established and the Headquarters [REDACTED] T/O are expected to be established by 24 August 1956. This review included a reorganization of this Division and the cancellation and reallocation of the [REDACTED] position. While the action here was not specifically directed towards a review of the positions, some work was accomplished in this field. It is expected that a further review will have to be made at a later date.

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b. The Security Division, ^{and the} Headquarters Signal Center have been desk audited and PED is reviewing their findings. Discussions with the Chiefs of the components are still to be conducted.

c. The Records Control Branch is in the process of being audited and it is expected that this will be completed on 24 August 1956.

d. The audit of the Operations and Training Division and the Administrative Staff started 17 August 1956.

e. The audit of the Engineering Division will start on 20 August 1956.

f. The Plans and Policy Staff will be audited starting 4 September 1956.

3. Upon completion of the review of the Headquarters [REDACTED] the necessity for PED personnel to travel to Foreign Field areas to perform a position analysis will be determined.

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Status of the Publication of the Office of Communications, Administrative Staff Charter.

The Charter for the Administrative Staff, Office of Communications has been published and is now in effect.

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Status of Position in Signal Center to Perform Cleaning Functions

A study was made in the S/C to determine the justification for a position of this type. It was found that approximately 150-200 hours were lost each month while the Signal Center was being cleaned by char force personnel since all activity had to cease while they were in the area. This, plus the advantages which would be obvious with a full time maintenance man on duty, resulted in an approval by the OC Ceiling Board to establish such a position in the Signal Center and a request has been forwarded to the Management Staff to this effect. Discussions were held with the Management Staff and the Personnel Evaluation Division who have agreed to assist us in setting up the position.

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Status of Assignment of Security Officer, [REDACTED]

1. The Office of Communications and the Office of Security have concurred in the assignment of Mr. [REDACTED] as senior Security Officer, 25X1A9a
- 25X1A6a [REDACTED] He is currently being briefed by the Office of Communications for his assignment prior to his EOD [REDACTED] which 25X1C4a has been set for sometime during the week of 20-24 August. All necessary actions within CIA have been completed; a job description has been forwarded to the Personnel Office; a position has been established on
- 25X1A6a the [REDACTED] T/O; and an increase of 1 ceiling position has been authorized for the Office of Communications.
2. It is estimated that Mr. [REDACTED] 25X1A9a will depart for his assignment in mid-September.